Available Position: Orchestra Assistant
Department: Fine Arts
Reports to: Director of Orchestral Performance
FLSA Classification: Exempt (Salary)
Full/Part-time: Full-time (10 months)
Date Posted: May 18, 2022
Start Date: August 2022

About The Hockaday School:
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:
Hockaday Fine Arts Department is hiring an orchestra assistant. This position will work within all three divisions and should be effective with students of all ages and levels of instrumental studies. This position will report directly to the Director of Orchestral Studies but will work with many different faculty members including the Middle School Orchestra Director, Private Lesson Faculty, and Fine Arts Department.

Essential Functions:
• Assist and attend all Lower, Middle and Upper School Orchestras classes
• Ready all rehearsal spaces prior to class
• Keep accurate instrument inventory
• Assist with instrument maintenance, music preparation, and library maintenance.
• Assist the 2nd grade Strings Class
• Assist and attend all TMEA and TPSMEA events and auditions often on Saturdays.
• Assist and attend all orchestra activities, concerts, events, trips and performances
• Other duties as assigned
Qualifications/Experience:
- Ability to work with students both in the classroom and online, as needed
- Bachelors or Masters in Music Education or Music Performance
- Commitment to being a supportive, respectful, and energetic colleague and mentor
- Comfortable with music software for transposition and rewriting parts as needed
- Capable of demonstration, able to effectively lead sectionals, string playing required, keyboard skills preferred
- Suzuki training preferred
- Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks

Training:
- Participate in all requisite School trainings prior to the start of the school, and throughout the School year
- Attend required staff development and training sessions throughout the year. Attend periodic in-service meetings
- Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School
- Abide by Hockaday’s Code of Ethics and Conduct
- Commit to the ideals expressed in Hockaday’s Tenets of Staff Excellence

Physical Requirements and Work Environment:
- Regularly works in standard office or classroom conditions and climate
- Regularly uses close and distance vision, including working at a computer screen for extended periods of time; ability to observe students from various distances
- Frequently required to move around the office/classroom; works at a desk for extended periods of time
- Frequently will move items weighing up to 30lbs. across the campus/classroom/office
- Frequent support before and after-school or weekend events
- Ability to maintain appropriate boundaries with students, fellow staff and community members

Limitations and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.
Application Requirements:
Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.